



## Finance Committee Minutes

*Monday, April 22, 2019 – 6:00 PM • Council Chambers*

| Item   | Presented By:  | Action   | Topic                                 | Report  |
|--|----------------|--|---------------------------------------|---|
| <b>Call to Order &amp; Roll Call</b>               | Matt Boettcher | Members: <ul style="list-style-type: none"> <li>• Matt Boettcher, Chair</li> <li>• Sharon Chaney</li> <li>• Brenda Dubose</li> <li>• Danny Kneipp - Liaison</li> <li>• Ron Hirth, Village Administrator</li> <li>• Chris Campbell, Police Chief</li> <li>• Andy Lanser, Fiscal Officer</li> <li>• Anna Gedeon, Budget Analyst</li> </ul> |                                       | Mr. Boettcher called the meeting to order at 6:00 PM DST.<br><br>Mrs. Dubose not present<br>Motion to excuse Mrs. Dubose by Ms. Chaney.<br>Second by Mr. Boettcher<br>All voted in favor.   |
| <b>Set the Agenda &amp; Adopt</b>                  |                | Review & Motion  |                                       | Motion to approve the agenda by Ms. Chaney<br>Second by Mr. Boettcher<br>All voted in favor.  |
| <b>Persons Registered to Address the Committee</b> |                | None   |                                       |   |
| <b>Minutes to be Approved</b>                      | Andy Lanser    | Review & Motion  | Committee minutes from March 25, 2019 | Motion to approve the March 25, 2019 minutes by Ms. Chaney<br>Second by Mr. Boettcher.<br>All voted in favor<br><a href="https://www.golfmanoroh.gov/wp-content/minutes/2019/FIN/GM_Council%20_032519_fin.pdf">https://www.golfmanoroh.gov/wp-content/minutes/2019/FIN/GM_Council%20_032519_fin.pdf</a> |
| <b>Discussion</b>                                  |                |  |                                       |   |

|                                       |   |                     |  |   |
|---------------------------------------|---|---------------------|--|---|
| <b>Monthly Financial Report</b>       | Andy Lanser<br>Anna Gedeon<br>Ron Hirth | Report              |  | <p>Financial report available online for review or download:<br/>March 2019: <a href="https://www.golfmanoroh.gov/wp-content/finance/2019/GM_Financial_Mar19.pdf">https://www.golfmanoroh.gov/wp-content/finance/2019/GM_Financial_Mar19.pdf</a></p> <p>Highlights:</p> <ul style="list-style-type: none"> <li>• The Village has an adjusted bank balance of \$1.17 million</li> <li>• General Fund Revenues are in line with forecast and expectations.</li> <li>• Village expenses have been reduced approximately \$41,000 from last year figures from the same time period.</li> <li>• Village appropriation spend in the General Fund is 22.4% through March 2019.</li> <li>• The Village has received property tax revenue from the County.</li> </ul>  |
| <b>Financial Planning &amp; Audit</b> | Andy Lanser &<br>Ron Hirth              | Report & Discussion |  | <ul style="list-style-type: none"> <li>• 7 MIL, 5-year levy renewal for November 2019 ballot.<br/>To get the renewal on the ballot is a two-step process. First the Village must request that the County Auditor certify the ballot language, and second to pass a resolution authorize the renewal to appear on the ballot.</li> <li>• Both steps must be completed by the second week of August 2019. To achieve this, the process should begin in May to ensure the Village and the County has enough time to get the levy on file.</li> </ul> <p>Motion to recommend moving the renewal process of the levy to Council by Mr. Boettcher.<br/>Second by Ms. Chaney<br/>All voted in favor.</p> <ul style="list-style-type: none"> <li>• Village Administration has completed the Accounts Payable Policy for the Village. The Policy includes invoice submission, requisition and purchase orders, and authorized signature procedures.</li> <li>• Village Administration in conjunction with the Chief of Police have also completed the Fed/Local LEFT Guidelines and Procedures. Mr. Boettcher made motion memorialize the Fed/Local LEFT Guidelines and Procedures.<br/>Second by Ms. Chaney<br/>All voted in favor.</li> <li>• Salary and Pay Procedures Review process is still on-going.</li> </ul> |

|                      |                         |                     |  |   |
|----------------------|-------------------------|---------------------|--|---|
|                      |                         |                     |  | <ul style="list-style-type: none"> <li>Police Department Clerk Audit of the Department's petty cash has been completed. Village Administration and the Police Department are working to record formal processes and procedures to guide this initiative moving forward.</li> </ul>  |
|                      | Anna Gedeon & Ron Hirth | Report & Discussion |  | <ul style="list-style-type: none"> <li>The tax season has ended, and RITA was responsible for the collection of Village resident's income tax for 2019.</li> <li>Ms. Gedeon received several calls about filing from Village residents in the day's leading up to the filing deadline.</li> <li>Resident's who inquired about filing or had questions were directed to contact RITA. Residents who came into the building were provided a computer to file electronically, physical forms, or the contact information of RITA.</li> <li>Efforts continue between Village Administration and RITA to develop more thorough processes for acquiring rental tenant information.</li> </ul> |
| <b>New Business</b>  |                         |                     |  | <ul style="list-style-type: none"> <li>Motion to go into executive session for matters of personnel and compensation by Mr. Boettcher.<br/>Second by Ms. Chaney<br/>All voted in favor.</li> <li>Mayor Schwartzberg, Police Chief Campbell, and Mr. Kneipp were invited to stay in Executive Session as guests.</li> <li>Motion to return to regular session by Mr. Boettcher<br/>Second by Ms. Chaney<br/>All voted in favor.</li> </ul>   |
| <b>Announcements</b> |                         |                     |  |   |
| <b>Adjourn</b>       |                         |                     |  | <p>Motion to adjourn by Mr. Boettcher<br/>Second by Ms. Chaney<br/>All voted in favor.</p>  |

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Submitted by Andy Lanser, Fiscal Officer

Date: \_\_\_\_\_

\_\_\_\_\_  
Matt Boettcher, Finance Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Anna Gedeon, Asst. Clerk

Date: \_\_\_\_\_